

# LESSON 5

## Reproduction

Now we come to the third, and last, of the ways in which a facility may come to possess classified information: reproduction. To possess classified information in this way, you must, of course, already possess the information in an "original" that you have received or generated. But while reproduction is just making "more of the same," always remember that, like the original, copies must be properly marked, handled, and safeguarded. In this lesson, we'll see how a facility with a SECRET safeguarding capability (EWC) goes about reproducing a classified document (Buzz's report).

### OBJECTIVES

When you have completed this lesson, you should be able to do the following:

- Recognize when a proposed reproduction requires the prior authorization of the contracting officer or other government authority.
- Cite the three cases in which you may reproduce classified information without obtaining such authorization.
- Ensure that security procedures regarding the number of copies made, scheduling their destruction, and the use of reproduction equipment are followed.
- Ensure that marking requirements are met.



REPRODUCTION OF CLASSIFIED  
DOCUMENTS PRIOR TO THE  
AGE OF AUTOMATION

## REPRODUCTION REQUESTS



The NISPOM imposes requirements on the reproduction of classified documents (including *parts* of documents). To ensure that these requirements are met at your facility, you should consider introducing some prereproduction paperwork, namely, a request to reproduce classified information. The purpose of such requests is to ensure that all proposed reproduction is routed through you *before* any copies are made, thus avoiding unnecessary or improper reproduction. If you decide to use such requests, be sure to put an entry about it in your Standard Practice Procedures (SPP), if you have one.

## GOVERNMENT AUTHORIZATION

Whatever your procedure, you need to see whether the proposed reproduction requires the *prior authorization* of the contracting officer or some other government authority. This is spelled out in **NISPOM, 5-601b.**

The good news is that if, like most facilities in the DoD sector of the NISP, your facility does not possess TOP SECRET, accountable COMSEC, or DOE-originated material, then there is *only one case* in which you need to request authorization.

In this case your User Agency has determined that reproduction of the SECRET information is specifically prohibited. If your facility will be generating such material, your User Agency will have specified in the DD Form 254 or other classification guidance that such information is to be marked "REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR OR HIGHER GOVERNMENT AUTHORITY" or the like. Documents sent to your facility that contain such



information should already have this marking on them. If, despite the prohibition, there is an overriding reason to reproduce the generated or received material, write up a request explaining the reason to the contracting officer. The contracting officer will either act on your request or forward it for action to a higher authority in the User Agency. Only if the contracting officer provides written authorization may you copy the material.

Apart from this case, no authorization is required for you to reproduce SECRET and CONFIDENTIAL information as follows:

- 1 . Performance of a prime contract or a subcontract in furtherance of a prime contract.
2. Preparation of solicited or unsolicited bid, quotation, or proposal to a Federal agency or prospective subcontractor.
3. Preparation of patent applications to be filed in the U.S. Patent Office.

## NECESSARY COPIES ONLY



Next, look at how many copies are proposed. The NISPOM permits you to reproduce only "the minimum consistent with contractual and operational requirements." Obviously, then, you need to know, for each situation, what the contractual and operational requirements are. If it's a classified report that's going to be sent to those on a distribution list, how many are on the list? If it's a classified draft document for internal review, how many reviewers are involved? Does each of them need a copy or will one per office do? Pare down as much as is reasonable. Remember, the fewer copies made, the fewer you will have to keep track of!



All we mean by this rather ominous heading is that the NISPOM requires that you destroy the copies as soon as they have served their purposes (**NISPOM, 5-704.**) So try to pin down when the purposes will have been served. "ASAP" (as soon as possible), for instance, can usually be narrowed to, say, "upon completion of the review," which can probably be further fixed at a precise or approximate date, e.g., "o/a June 10." The date can be included in the reproduction request. Then jot down the date, even if it's approximate, on your calendar (or in a suspense file) as a reminder to follow up. (We'll be discussing destruction in Lesson 7.)

## REQUESTING REPRODUCTIONS AT EWC

When Zelda had finished preparing Buzz's report, she notified him that it was ready. Buzz planned to send the original to the Naval Electronic Systems Command (NESC) in Washington, D.C., to inform them of the test results. He also planned to make two copies: one for EWC's files, and one to send to ACME Aeronautics, as he had promised Linwood Crigger that he would do.

Buzz had to attend to some other business that day, but on the following day, December 1, Buzz went to Zelda's office, thanked her for typing the report, signed the report, signed out the report, obtained a reproduction request from Zelda, and returned to his office.

Before long he had filled out the request. The completed form looked like this:





# ELECTRIC WIDGET COMPANY

## REQUEST TO REPRODUCE CLASSIFIED INFORMATION

Contract Number N00021-95-C-7834 Security Classification SECRET

Unclassified Description (include date and number of pages) EWC Report: "Laser Widget Field Tests (U)," 30 Nov 95, 2 pp.

Extent of Reproduction: ☒ Entire Document  
☐ Part of Document, page(s) \_\_\_\_\_

Number of copies: 2

To be reproduced on: 1 Dec 1995  
date

PURPOSE	PURPOSE SERVED (date or event)
EWC file copy	Completion of contract
Copy for ACME Aeronautics	Upon dispatch

Requested by \_\_\_\_\_ Approved by \_\_\_\_\_ / \_\_\_\_\_

Job Title Chief Engineer / 1 Dec 95 Facility Security Officer/date  
date

Reproduced by \_\_\_\_\_ on \_\_\_\_\_ (date)

Buzz clipped the request to the cover sheet and report, and handcarried the materials to Harold's office. Harold first double-checked the report's markings, then turned to the request. The EWC file copy came under contract performance. Harold questioned Buzz a bit about the copy for ACME, then concluded that, since EWC and ACME were associate prime contractors, the copy was proper as "furtherance of the contract." No special government authorization was needed to make the copies.



Harold then asked Buzz when the copy for ACME would be going out. Buzz said, "Today." So Harold added "Dec 1, 95" to "Upon dispatch" on the request. Then Harold signed off on the form, and Buzz left to make the copies.

## DESIGNATED EQUIPMENT

Though not required, it is a good idea to reproduce classified information on equipment specifically designated for this purpose, if practical, and to post the rules for using the equipment conspicuously on or near it. (See reduced sample.)

**THIS MACHINE HAS BEEN DESIGNATED FOR  
REPRODUCTION OF  
CLASSIFIED  
MATERIAL**

**RULES**

1. Make sure that only the number of copies scheduled are made. Do not make extra copies.
2. When the machine malfunctions, stay with it and send for help if needed. Correct the malfunction and verify that no classified pages remain inside the machine.
3. Ensure that all security markings on the original appear on all copies.
4. Account for all originals and copies before leaving the machine.
5. Ensure that no image remains on any image bearing part or surface of the machine. Make three blank copies and handle them as classified waste.
6. Do not leave waste at the copying machine. Take all classified waste with you for proper disposal.

## CAUTION





EWC has several copying machines, all but one used for unclassified reproduction. The NISPOM requires that 11 classified reproductions shall be accomplished by authorized employees knowledgeable of the procedures for classified reproduction" **NISPOM, 5-600**. Zelda and Buzz were among the few EWC employees so authorized and knowledgeable, but Zelda, as EWC's document custodian, usually made the copies. The classified copier was a long outmoded and wholly unreliable machine located in Zelda's (rather crowded) office. Buzz and Zelda called the machine "The Mangler," and in an effort to have it replaced they had sent a joint memo to Harold recommending that he designate it as destruction equipment. Harold had taken the hint, and a new copier was on order.

## MAKING THE COPIES AND CLEARING THE EQUIPMENT



Buzz returned to Zelda's office and gave her the approved request. Then Zelda, with great care and skill, ran the two copies of the report. Though it is not required, after making the copies, she made three copies of a blank sheet to ensure that no image of the classified information was retained by the copier.\* Then she completed the entries at the bottom of the request form and filed it.

EWC procedures also called for Zelda to check inside the copier to make sure that no classified material (usually mangled sheets and scraps) remained in its innards. This time there were none.

**\*NOTE: Some copiers are designed to store images of what they reproduce; if this is the case, all stored images of the classified material must be erased according to the manufacturer's instructions after each use of the copier for classified reproduction.**

Any botched copies of material retrieved from inside the machine are gathered up as classified waste and delivered to an appropriate place or person, such as the document custodian, for storage pending destruction. Zelda had just the three blank sheets, and she placed them in the classified waste folder that now contained Buzz's working paper rejects, the working paper itself, Zelda's mistyped page, and the three new sheets. She returned the folder to her cabinet.

The authorized copies may also be taken to the document custodian for marking as may be needed and for storage pending distribution.

## MARKING

The NISPOM requires that all reproductions bear the *same markings* as those on the *original document* (both classification markings and any additional markings). The easiest way to ensure this is, of course, to check that the original is completely marked before reproduction. If the original is a partially marked working paper and is being reproduced for internal purposes (e.g., in-house review), be sure it is marked thoroughly. Ensure that an employee authorized to do so assigns the rest of the required markings. If stamps are used to mark an original, the ink on the pad is usually red or black, and both reproduce well. But if for some reason the original was not thoroughly marked before the copies were made, or if the equipment did not reproduce the markings, then the omitted markings must be added right away, often by the document custodian. (Zelda had thoroughly marked the report before reproduction and the markings were clear on the copies, so no further marking was needed.)

## RECEIPT AND DISPATCH RECORDS

One more thing. You don't need to make any kind of **record for** a reproduction (copy) of SECRET or CONFIDENTIAL material (except accountable COMSEC) unless and until it is *sent outside your facility*. (See Lesson 6.)

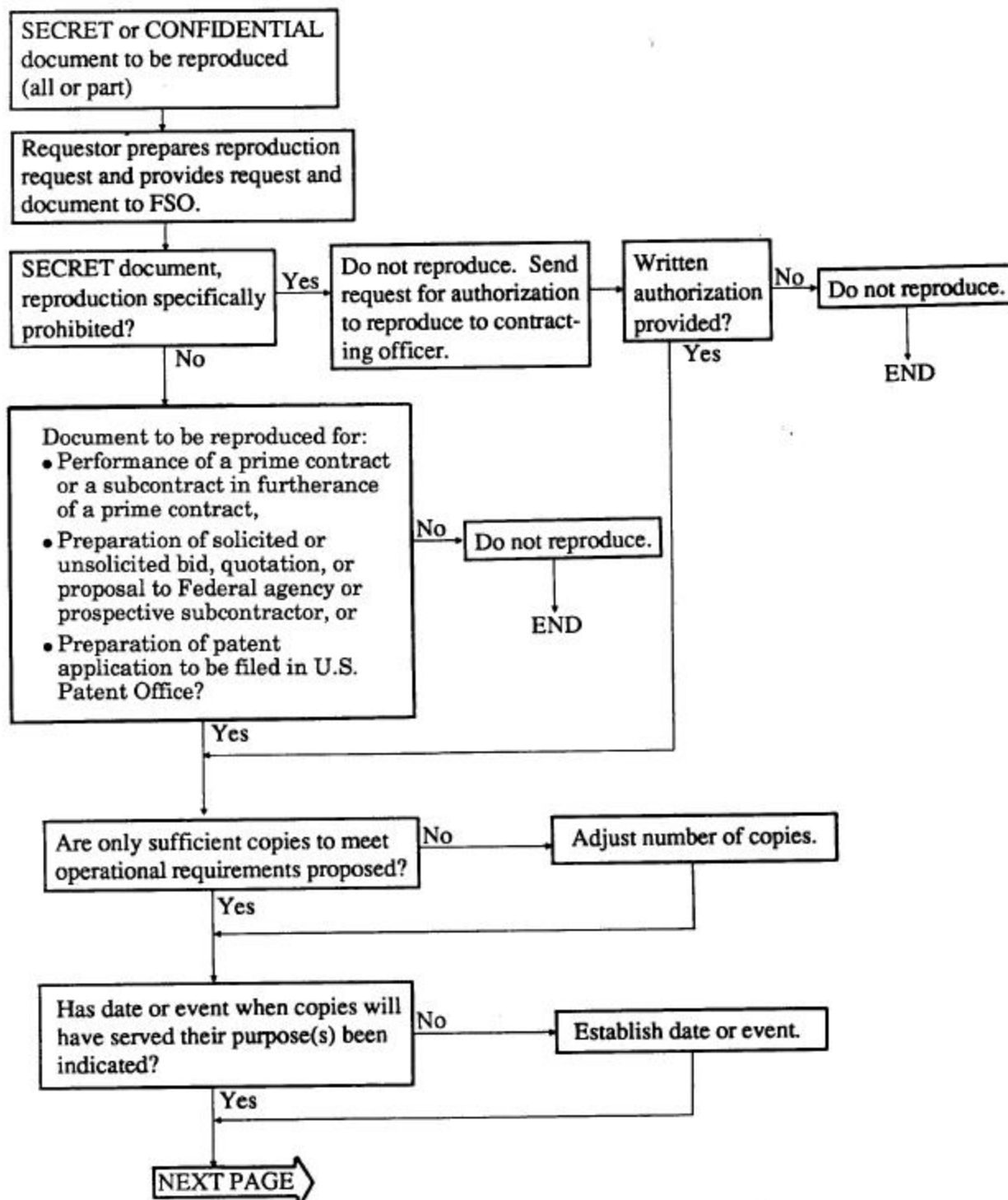
## SUMMARY

One way to ensure that NISPOM requirements are met is to route all proposed reproduction of classified information through the FSO. In any case, the material to be reproduced should be checked to see whether prior Government authorization is required. If not, the information may be reproduced as follows: performance of a prime contract or a subcontract in furtherance of a prime contract; preparation of solicited or unsolicited bid, quotation, or proposal to a Federal agency or prospective subcontractor; and preparation of patent applications to be filed in the U.S. Patent Office. Only necessary copies may be made, and they must be destroyed when no longer required. Only authorized, knowledgeable persons may perform the reproduction. All reproductions must conspicuously show the markings of the original.

## CHART

The following chart depicts most of the main points we've discussed in this lesson. The chart shows how reproduction may be conducted at a facility authorized to possess SECRET information, so as to meet all NISPOM requirements. Procedures at your facility may be different; check your SPP, if you have one. If you have questions, contact your I.S. Rep.

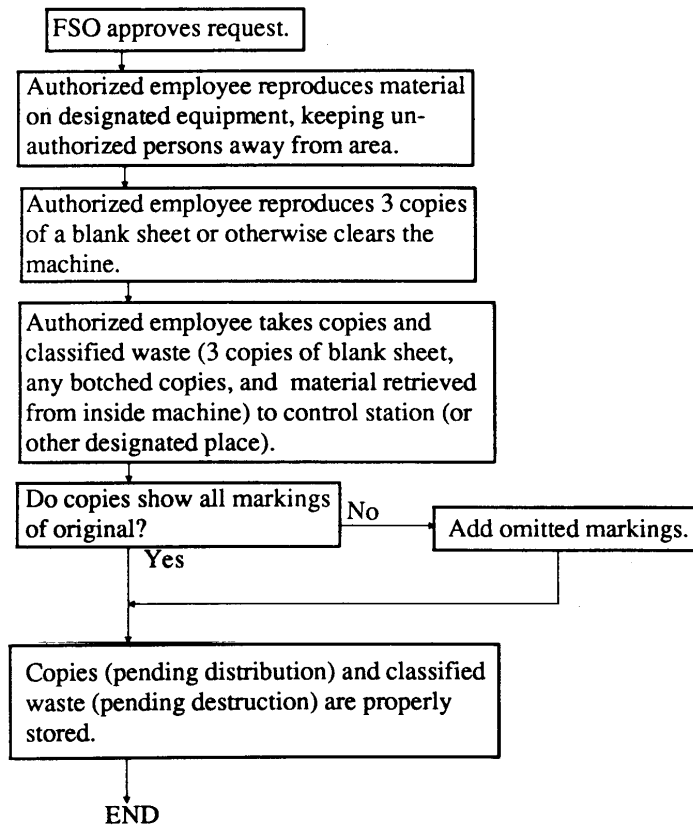
## SECRET AND CONFIDENTIAL DOCUMENTS



## 2

## REPRODUCTION

### SECRET AND CONFIDENTIAL DOCUMENTS

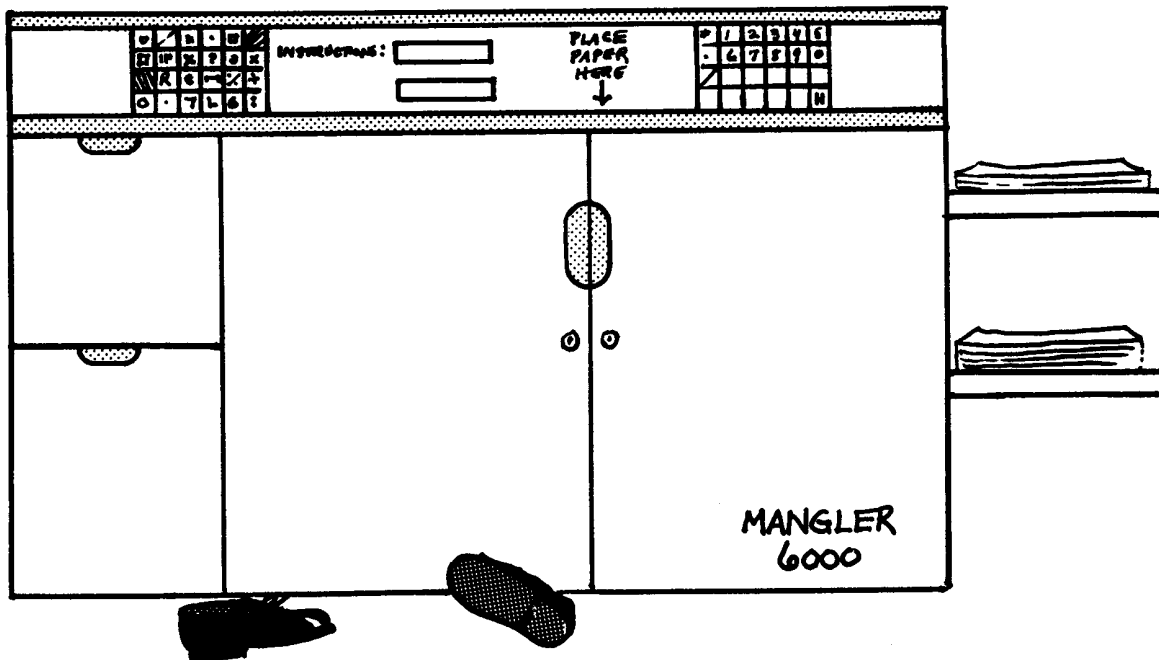


# 5 Review Exercises

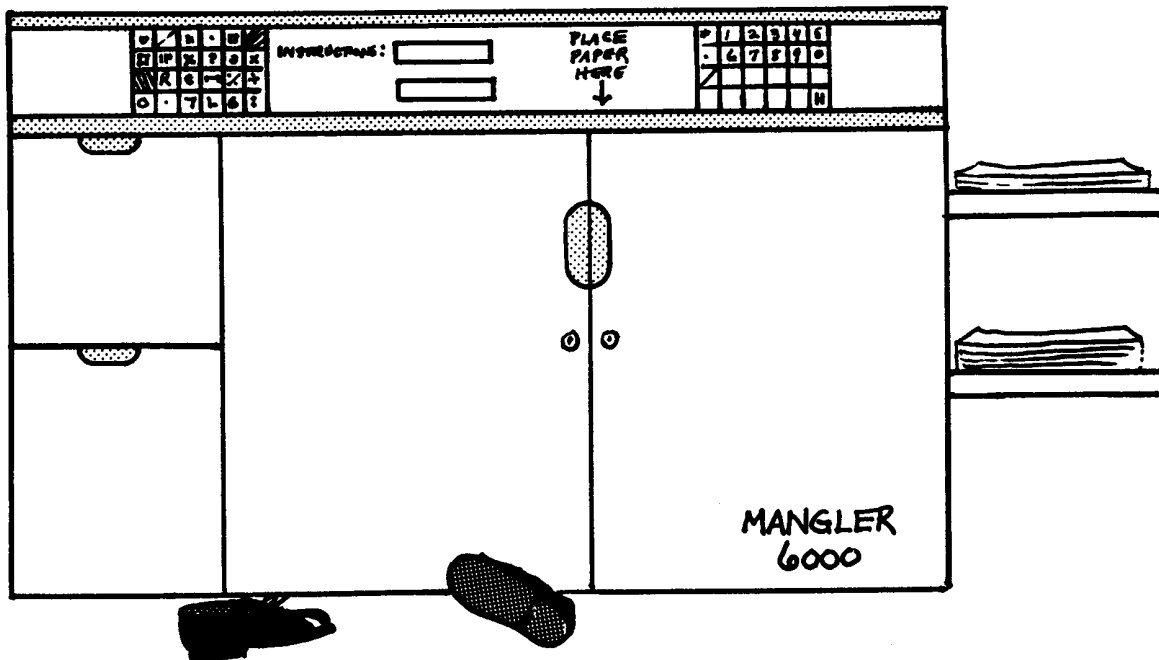
Complete the following exercises for review and practice. Multiple-choice questions may have one or more correct choices.

1. To avoid unnecessary or improper reproduction of classified information, it is useful to have employees complete a r\_\_\_\_\_ to r\_\_\_\_\_  
c\_\_\_\_\_ i\_\_\_\_\_.
  
2. For most facilities with SECRET storage capability, there is only one case in which the written authorization of the contracting officer or other government authority must be obtained before reproduction, as follows:  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
3. Otherwise, classified information may be reproduced as follows:
  - a. p\_\_\_\_\_ of a p\_\_\_\_\_ contract or a subcontract in furtherance of a p\_\_\_\_\_ contract.
  
  - b. p\_\_\_\_\_ of a s\_\_\_\_\_ or u\_\_\_\_\_ bid, quotation, or proposal to a F\_\_\_\_\_ agency or p\_\_\_\_\_  
subcontractor.
  
  - c. P\_\_\_\_\_ of p\_\_\_\_\_ a\_\_\_\_\_ to be filed in the U.S. P\_\_\_\_\_ O\_\_\_\_\_.
  
4. NISP contractors must ensure that reproduction of classified material is held to the m\_\_\_\_\_ consistent with c\_\_\_\_\_ and o\_\_\_\_\_ requirements.
  
5. Copies must be destroyed when they have s\_\_\_\_\_ their p\_\_\_\_\_.

6. An a\_\_\_\_\_ and k\_\_\_\_\_ employee must perform the reproduction.
7. Any c\_\_\_\_\_ w\_\_\_\_\_ associated with the reproduction must be gathered and properly s\_\_\_\_\_, pending d\_\_\_\_\_.
8. All reproductions must bear the same markings as those on the o\_\_\_\_\_ d\_\_\_\_\_.



6. An a\_\_\_\_\_ and k\_\_\_\_\_ employee must perform the reproduction.
7. Any c\_\_\_\_\_ w\_\_\_\_\_ associated with the reproduction must be gathered and properly s\_\_\_\_\_, pending d\_\_\_\_\_.
8. All reproductions must bear the same markings as those on the o\_\_\_\_\_ d\_\_\_\_\_.





1. request to reproduce classified information (p. 5-2)
2. SECRET material, reproduction specifically prohibited.  
Material is marked, "REPRODUCTION REQUIRES APPROVAL OF  
ORIGINATOR OR HIGHER GOVERNMENT AUTHORITY." (pp. 5-2-3)
3.
  - a. performance, prime, prime.
  - b. preparation, solicited, unsolicited, Federal, prospective.
  - c. preparation, patent application, Patent Office.  
(p. 5-3) (NISPOM, 5-601b)
4. minimum, contractual, operational requirements (p. 5-3) (NISPOM, 5-600)
5. served, purposes. (p. 5-4) (NISPOM, 5-704)
6. authorized, knowledgeable. (p. 5-7) (NISPOM, 5-600)
7. classified waste, stored, destruction. (p. 5-8) (NISPOM, 5-708)
8. original document (p. 5-8) (NISPOM, 5-602)